

## **Education and Outreach Facilitator**

Rhode Island Resource Recovery Corporation (Resource Recovery) is seeking a qualified individual to conduct facility tours, deliver educational presentations, and perform community outreach. Qualified individuals will possess strong public speaking skills, be able to communicate effectively to different age groups, and have an interest in Resource Recovery's operations and programs. This part-time position requires a flexible schedule, with weekly hours ranging anywhere from four to 20, including some evening and weekend work.

### **Description of Job**

The primary functions of the person assigned as Education and Outreach Facilitator will be to provide tours of Resource Recovery's waste management facilities, deliver educational presentations on waste reduction, reuse, composting, and proper disposal, and conduct community outreach about Resource Recovery's free programs and services.

### **Qualifications**

- Fluent in English, with preference for bilingual candidates.
- Comfortable meeting and interacting with new people
- Outgoing – willing to visit community groups with information about free programs and services
- Excellent communicator – able to think on your feet and maintain professionalism at all times
- Ability to speak comfortably before small and large groups of people of all ages
- Display comfort with diverse groups of people under a variety of circumstances
- Capable of learning new material and willing to spend time learning about Resource Recovery
- Self-directed and able to work independently
- Proficient with Microsoft Word, Excel, and Outlook for communicating and scheduling
- Must have a valid driver's license and vehicle for travel
- Must be age 18 or older
- Minimum of an Associate's Degree in environmental science, education, public policy, public relations, or related field

### **Training/Orientation**

- Orientation with the Education and Outreach Manager, including an in-depth facility tour and an introduction to Resource Recovery's corporate structure, administration, relevant staff members, and daily operations
- Reading material about Resource Recovery's operations, free programs, and services
- Shadowing at least three tours and three presentations/events
- Upon completion of orientation, the Facilitator will conduct a public tour and presentation that will be evaluated by the Education and Outreach Manager
- Support and continuing education opportunities will be available regularly

If you're interested and you meet the minimum qualifications, we'd love to talk to you. Please email your cover letter and resume to [humanresources@rirrc.org](mailto:humanresources@rirrc.org) by July 27, 2018